

CLEMSON UNIVERSITY STAFF SENATE

June 10, 2008, 10:30 AM

Seminar Room I, Madren Conference Center

Minutes

Present: Elizabeth Anderson, Maranda Arnold, Michael Atkins, Kathy Boice, Debbie Charles, Kristina Corbett, Lynn Crawford, Dave Crockett, Wade Culler, Glenda Dickson, Karen Erickson, Evelyn Gantt, Ellen Gideon, Michael Gilstrap, Dianne Harris, Pam Hawthorne, Reggie Hawthorne, Trudy Houston, James Huff, Bill Hughes, Jon Isbill, Janice Kleck, Deborah Koon, Phil Landreth, Carolyn McGaha, Cindy Owens, Meshelle Ryman, Ginger Swire-Clark, Marlene Ventura, Gloria Walker, Mandy Wright

Absent: Lydia Arneson, Pam Barnhill, Barbara Bergman, Chris Blackmon, Karen Countryman, Richard Cowan, Rose Ellen Davis-Gross, Tim Drake, Carrie DuPre, Mary Eberhart, Negar Edwards, Sally Glenn, Rosa Grayden, Bill Hurst, Linda Kanaley, Chad Lampman, Susan Pope, Samuel White

Guests: Kathy Glenn, Laurie Haughey, Brenda Holcombe, Lawrence Nichols, Dan Schmiedt, Matt Watkins

President Dave Crockett welcomed guests and called the meeting to order.

1. **Approval of Minutes:** James Huff moved to approve the minutes of the May 13, 2008 Staff Senate meeting as submitted. Marlene Ventura seconded the motion.
2. **Open Commentary:** 1) Elizabeth Anderson expressed concern that parking alternates have not been fully explored. Dave Crockett informed the group that a joint letter was submitted to President Barker on behalf of the Faculty and Staff Senate's addressing parking concerns. 2) Laurie Haughey discussed the need for an increase to the in-state/out-state per diem limits. Lawrence Nichols suggested that she contact Charles Tegan for information. Policy and Welfare will also look at the rates and report at a later date.
3. **Announcements from the President**
 - A. **Academic Council,** Dave Crockett. Has not met.
 - B. **Administrative Council,** Lawrence Nichols. Has not met.
 - C. **Board of Trustees,** Dave Crockett. The Board meets in July.
 - D. **Governmental Affairs,** Dave Crockett. Governor Sanford initially vetoed a total 69 items in the Appropriation bill and the Capital Reserve Fund bill. He vetoed several items that impact Clemson:
 - Funding for security of the Hunley at the Clemson Restoration Institute in Charleston.
 - Funding for a wind study to be conducted by Clemson.
 - Funding for the Greenwood Genetics Center facility in which Clemson has a collaborative research agreement.
 - Funding for the SC Light Rail for Clemson, USC, and MUSC in the Appropriation Bill and in the Capital Reserve Fund bill.
 - Funding for Clemson PSA in nonrecurring operating expenses.
 - Funding for hydrogen research grants in the Capital Reserve Fund bill.

The House subsequently overrode the vetoes in the Capital Reserve Fund bill which included part of the funding for the SC Light Rail and Hydrogen Grants, but sustained three vetoes in the

Appropriations Bill. Overall, of the 69 vetoes, the legislature last week only sustained five that had implications for the state's general fund, for a total of \$369,000.

One percent cost-of-living pay raises for state employees emerged the budget process unscathed.

The General Assembly then adjourned last Thursday with Governor Sanford suggesting the Legislature could be sued for passing an unbalanced budget and could be called back into session to fix it. Sanford said his attorneys told him the governor could not personally bring the suit. Sanford said if he called lawmakers back, it would not be before Tuesday's primary elections. Lawmakers disagreed with Sanford on their handling of the budget, noting they have not spent more than allotted by state economists and have given agencies flexibility to balance their budgets using federal, state or any other funds on hand.

For their part, Lawmakers returned home claiming one major victory — tough new illegal immigration laws — but failing to find enough support to raise the cigarette tax, abolish parole, and adopt a number of other proposals. While lawmakers worked through a flurry of legislation Thursday, they will return later this month for three days to deal with other vetoes and a handful of outstanding bills.

E. President's Cabinet, Dave Crockett. Has not met.

F. Other:

1) Human Resources, Lawrence Nichols. 1) Internal Audit discovered that some departments are granting benefits that aren't allowed by the State of South Carolina or Clemson University. This is not allowed. 2) Employees are currently allowed to work a flex schedule or telecommute if it is approved through the appropriate channels. A policy regarding telecommuting is available on the HR website. 3) See the HRAC report below for information on HR's reorganization. 4) Administrative Council has not met to address the remaining personnel in Printing Services and the Motor Pool. Nichols is still hopeful that the remaining staff members will be placed prior to the June 30 deadline, but a RIF is still possible.

- 4. Treasurer's Report,** Kristina Corbett. The regular budgeted E&G spending account balance is \$254.62 in Other and \$63.67 in Travel. The Vending balance for 2007/08 is depleted. The Staff Senate Scholarship Endowment principal remains unchanged. Marlene Ventura moved to approve the report as submitted. Glenda Dickson seconded the motion.

5. Committee Reports

A. Standing Committees

1. Activities, Negar Edwards. The vice chair is Trudy Houston. Members of the committee assisted Scholarship with the golf tournament.

2. Communications, Rose Ellen Davis-Gross. The vice chair is Carrie DuPre.

The goals for 2008/09 are:

- Continue to provide the meeting summaries
- Develop alternate ways to communicate with staff
- Organize the Benefits Fair booth
- Continue to assist with the Web site
- Create a Staff Manual
- Develop way to publicize and promote Staff Senate

Summary schedule: Kathy Boice, May; Wade Culler, June; Carrie DuPre, August; Pam Barnhill and Rose Ellen Davis –Gross, September; Kathy Boice, October; Wade Culler, November; Carrie DuPre, December; Rose Ellen Davis-Gross, January; Pam Barhhill, February; Kathy Boice, March; Wade Culler, April; Carrie DuPre, May.

New issues:

- a. Staff Manual – Lead Senator: Janice Kleck
 - b. Alternate methods of communicating with staff – Lead Senator: Bill Hughes
Evelyn Gantt and Samuel White will assist with this project.
3. **Membership**, Phil Landreth. The vice chair is Ginger Swire-Clark. Meetings will be 30 minutes prior to each Senate meeting.

Events:

- a. Elections – Lead Senator: Karen Erickson
 - b. Awards and Luncheon – Lead Senator: Karen Countryman
 - c. Orientation – Lead Senator: Karen Erickson
4. **Policy and Welfare**, Michael Atkins. P&W met May 13 prior to the Senate meeting. Open issues from 2007/08 are:
- a. Compensatory time policy - Lead Senator: Tim Drake
 - b. Creation of a calendar planning committee - Lead Senator: Michael Atkins

New business: review, discuss and create goals for year 08/09. Other items discussed were: salary inequities, normal work hours, flex time, creation of a staff manual, staff senate representative to the BOT, review and report mechanisms for staff grievance procedures, representation on the discovery council and any other pertinent committees or councils.

5. **Scholarship**, Reggie Hawthorne. The vice chair is Debbie Charles. The committee has adjourned until August.

The golf tournament netted over \$10,000 for the Staff Scholarship Endowment. The tournament was full and the sponsorship and volunteer turnout was terrific. Please visit the Staff Senate website for information and photos of the tournament winners at:

<http://www.clemson.edu/staffsenate/photogalleries/gallery2008golf.html>.

B. University Committees

1. **Accident Review Board** – Phil Landreth and Lydia Arneson (alternate). No report.
2. **Alcohol & Other Drugs Task Force**, Carrie DuPre. No report.
3. **Athletic Council**, Rose Ellen Davis-Gross. Adjourned for the summer.
4. **Bookstore Advisory**, Negar Edwards. Adjourned for the summer.
5. **Faculty Senate Budget Accountability**, Dave Crockett. Has not met.
6. **CATS**, Robbie Nicholson. No report.
7. **Clemson University Environmental**, Tim Drake. No report.
8. **Clemson University Foundation Board**, Dave Crockett. The Board meets June 26-27 in Greenville, South Carolina.
9. **Council on Community & Diversity**, Rosa Grayden. No report.
10. **Human Resources Advisory**, Michael Atkins. HRAC met May 14, 2008. Meetings are regularly scheduled for the 2nd Wednesday of each month at 1:30 p.m. in the President's Conference Room, Sikes Hall. 1) There was a short presentation by Ginny Murdock on AFLAC supplemental insurance programs, cancer policies, personal injury, and hospital intensive care. 2) A calendar of wellness activities, across campus, is planned for the HR website. Hopefully this will allow more people to be aware of and take part in planned wellness events. Club Sugar, a diabetes type II workshop, has 22 enrollees and will take place on June 3, 2008. 3) The CUBS HR upgrade is scheduled for May 29 – June 3 and there are several more planned training sessions for the updates. A CUBS user group meeting is planned for November this year. 4) Some Clemson University active employees may have received a certified letter from Reltronics regarding a Prudential Group Life insurance refund. This notification is legitimate and not a hoax. Employees with concerns or questions may contact the benefits office at 656-1545 or 656-2713. 5) The federal minimum wage increase to \$6.55 takes effect on July 24, 2008. 6) HR has been reorganized, see HR announcement below.

The Human Resources Office has been reorganizing so that we may more effectively address and respond to the various needs which require action or input by the office.

Effective immediately:

- Michelle Piekutowski is the Associate Chief Human Resources Officer. She is responsible for overseeing recruitment, classification and compensation, records and database management, training and technology, and employee relations.
- Vivian Morris is the day-to-day contact for recruitment, classification and compensation.
- Erik Flemming is the Director of Payroll and Retirement/Leave Benefits, and Insurance Benefits.
- Krissy Kaylor is the Director over Database, Records and Classification and Compensation. She is responsible for the day-to-day operation of this unit.
- Erin Earl is the Manager of Employee Relations. She will be responsible for discipline, grievance handling, Employee Assistance Program (EAP), random drug testing, and exit interviews.

11. Joint City/University, Karon Donald. Adjourned for the summer.

12. Library Advisory, Wade Culler. Has not met.

13. Parking Advisory, Bill Hughes. Adjourned for the summer.

14. President's Commission on the Status of Black Faculty & Staff, Rosa Grayden. No report.

15. President's Commission on the Status of Women, Susan Pope. Adjourned for the summer.

16. Recreation Advisory, Dexter Hawkins. Adjourned for the summer.

17. South Carolina State Employees Association, Richard Cowan. The SCSEA annual meeting is Saturday, June 14. This is an all day event that includes workshops and an awards lunch.

18. Student Conduct Code Review Committee, Richard Cowan. Adjourned for the summer.

6. Unfinished Business

A. Ad-hoc Committee on Staff Development, Bill Hughes. A draft of the SDP has been provided to Provost Helms. A June 27 meeting is scheduled with Helms to discuss details of the plan.

B. CSS 2008-03 - The consensus of the group was to send a note instead of a resolution thanking Aramark for their contributions to "Employee Recognition Day" and the Scholarship Golf Tournament.

7. New Business

A. Staff Awards – Dave Crockett asked for volunteers from each Budget Center to gather information on internal staff awards. He requested that the information on the award and related criteria be sent to him at crocket@clemsun.edu.

B. Special Circumstances - Michael Atkins moved for the Senate to acknowledge special circumstances (birth, death, illnesses, etc.) of the membership. Michael Gilstrap seconded the motion. Discussion centered on employee privacy and fairness. James Huff moved to table the motion until a time when further discussion can occur. Dianne Harris seconded the motion and the vote was unanimous.

C. Tuition Assistance – Lawrence Nichols was asked about offering a break in tuition for dependents of employees or young retirees. He suggested researching state law that mandates employee benefits.

8. Announcements

A. Summer Schedule – The Executive Committee will not meet in June, and the Staff Senate will not meet in July.

B. Academic Processional and Convocation – Senators are encouraged to participate in the processional that begins at 8:30 a.m. on Tuesday, August 19, 2008.

9. Adjournment: There being no further business, the meeting adjourned.

Next Meeting: Tuesday, August 12, 2008, 10:30 a.m., Madren Conference Center